

**PART I**



**GOVERNMENT OF KERALA**

**Abstract**

LOCAL SELF GOVERNMENT DEPARTMENT—13TH CENTRAL FINANCE COMMISSION  
RECOMMENDATIONS—FORMATION OF PROPERTY TAX BOARD—  
SANCTIONED—ORDERS ISSUED

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**LOCAL SELF GOVERNMENT (FM) DEPARTMENT**

G O. (Ms.) No. 59/2011/LSGD.

*Dated, Thiruvananthapuram, 26th February 2011.*

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*Read:—D. O. Letter No. 11019/704/08-POI-2(P&J) dated 12-7-2010 from Sri A. N. P. Sinha, Secretary, Ministry of Panchayati Raj, Government of India.*

**ORDER**

The establishment of an independent Property Tax Board is an important recommendation of the 13th Finance Commission. Government have examined the matter in detail and are pleased to accord sanction for the constitution of an independent Property Tax Board in the State as follows:

**Composition of the Board**

1. It should be constituted with a Chairman and 3 other members of which two would be ex-officio.
2. The Chairman shall be a person, who is or has been an officer of the State Government not below the rank of Secretary or is an eminent expert from the disciplines of Civil Engineering/Architecture/Town Planning.

3. The Director of Panchayats and the Director of Urban Affairs would be the ex-officio members of the Board and would serve as the Secretary of the Board by rotation.

4. The Board will include one member with knowledge and experience in the field of valuation of property by way of experience as well as in terms of possessing at the minimum, a degree qualification in the disciplines of Civil Engineering or Architecture or Town Planning.

5. The Chairperson and the member other than ex-officio members of the board shall hold office for 5 years and the terms and conditions of their services shall be such as may be provided for by the State Government.

6. The Chairperson and the other member of the Board would be appointed by the Government.

### **Functions of the Board**

1. Review the property tax system and suggest suitable basis for valuation of properties including charges in the parameters involved in the formula used for assessing property tax in the State.

2. Suggest transparent procedure for valuation of properties, inspection and verification of properties in local bodies in the State.

3. Recommend modalities for periodic revision.

4. Ensure transparency in valuation process and facilitate disclosure of valuations for fair comparison.

5. Oversee valuation to verify if it is as per rules and orders.

6. Publish an annual work plan in the state gazette.

7. The Board shall render such advice on valuation of properties to a Corporation or a Municipality as the State Government may, from time to time, require it to do or as the Board may consider necessary for carrying out the purpose of this Act.

8. The Board shall also discharge such other functions in the field of valuation including development of expertise in valuation of land and building.

9. The Board shall undertake directly or through any institution, training of officers and employees of Corporations and Municipalities as the State Government may direct or as the Board may consider necessary.

10. The Property Tax Board should ensure collection and imposition of tax for all taxable properties.

In addition to the 4 members of the board, the Board would have a minimum complement of office staff for its functioning.

By order of the Governor,

RAJESH KUMAR SINGH,  
*Secretary to Government.*

To

The Secretary, Ministry of Panchayati Raj, Government of India  
(with Covering Letter).

The Director of Panchayats, Thiruvananthapuram.

The Director of Urban Affairs, Thiruvananthapuram.

The Finance Department.

The Principal Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.

GAD (SC) Department (Item No. 5950).

I & PR Department (for publishing in the Website).

LSG (FM1) Department (for taking further necessary action in this regard).

LSG (RC)/(RD) Department.

Stock File/Office Copy.

**ANNUAL WORK PLAN OF PROPERTY TAX BOARD  
(2011-2012)**

<i>Sl. No.</i>	<i>Activity</i>	<i>Period (Financial Year 2011-2012)</i>
(1)	(2)	(3)
<b>A. Activities to be done by ULBs under the oversight of the Property Tax Board</b>		
1	Notification and finalization of zoning (Rule 7) Classification of Prime Zone, Secondary Zone and Tertiary Zone	June 1—July 1
2	Numbering of buildings and preparation of Assessment Registers	April 15—May 31
3	Classification of roads and notification for the information of the Public (Rule 8)	June 1—July 1
4	Fixing of basic tax rate (Rule 4) and Service Cess rate Notification of the proposal, objections and suggestions, finalization and final notification	June 1—July 15
5	Issuance of Public Notice under S 233 (10) of the Act (Rule 10)	July 15—July 31
6	Filing of Returns in Form No. 2 and in Form No. 2A	July 15—September 15
7	Inspection by the officer authorized by the Secretary	July 15—September 30
8	Random over checking by the Municipal level team	July 15—September 30
9	Entering of details of tax details in Assessment Registers (Rule 12)	July 15—October 15
10	Wrong calculations in Returns-Correction and finalization	July 15—September 30

(1)	(2)	(3)
11	Finalization of assessment in case of Returns not filed	July 15—September 30
12	Preparation of Demand Register (Rule 13)	September 30—October 31
13	Issuance of Five Year Demand Notice (Rule 14) in Form No. 9	September 30—October 31

**B. Activities to be undertaken by the Property Tax Board directly**

1	Capacity building of Municipal Staff	April & May, 2011
2	GIS Mapping in 5 Municipal Corporations in collaboration with KSUDP	On or before 31-12-2012
3	Super checking of Property Tax Assessments—5% of the total assessments (20% commercial + 5% residential)	To be completed by end of Financial Year
4	Preparation of State wide Data Base of all assessable properties	By end of the Financial Year